

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISIONSCHEDULE  
NO.

597

PAGE  
NO.

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND

Vice Chancellor for Student Affairs

AGENCY

DIVISION

## DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Form No.	Description and Retention
1		<p><b>STUDENT RECORD FILES</b></p> <p>Size: Letter size Dates: c. 1960--(discontinued c. 1969) Quantity: 18 four-drawer letter files File Arrangement: Alphabetical by name of student</p> <p>The Student Record File, discontinued in 1969, contained one file folder for each student, including the ID card if the student has withdrawn, health record report copies, withdrawal forms for housing, personnel cards, deposit receipt copies for various purposes, personal report sheets, registration slips and grade slips.</p> <p>Health records were kept with the student record files until 1969 when the student record files were discontinued. Since then, the health records have been maintained separately. The original reports are retained in the Health Service for five years (Schedule 500, Item 1).</p> <p>With the exception of the ID card, the other records in this file are duplicated in the originating office or division of the University and basic information on a student could be reconstructed from the records retained in those offices and divisions.</p> <p><b>RECOMMENDATION:</b></p> <p>RETAIN FILE FOR THREE YEARS AFTER WITHDRAWAL OR GRADUATION OF A STUDENT, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Form No.	Description and Retention
2	<p><b>ID CARD FILE</b></p> <p>Size: 3½" x 7-3/8" (plastic card with photograph, 1-3/4" x 2-3/4")</p> <p>Dates: 1967 --</p> <p>Quantity: 80 card file drawers</p> <p>File Arrangement: Alphabetical by name of student</p> <p>This file is composed of duplicate copies of the plastic ID cards with photographs and the input ID cards with original signatures, the social security numbers and dates for preparation of the plastic cards.</p> <p>RECOMMENDATION:</p> <p>RETAIL FILE FOR THREE YEARS AFTER WITHDRAWAL OR GRADUATION OF A STUDENT, THEN DESTROY.</p>
	<p><b>MAXI LIST</b></p> <p>Size: 11" x 14-3/4" x 3" printouts</p> <p>Dates: 1969 --</p> <p>Quantity: 24 pressboard binders</p> <p>File Arrangement: Numerical by date, then alphabetical by name of student</p> <p>This printout is prepared each semester by the Administrative Data Processing Division and gives the complete student registration at the College Park campus broken down into Day and Evening Sessions. This record gives the name of the student and his social security number, sex, marital status and religion, college entered and classes by code numbers, the date of birth, major course of study and date of matriculation, the local address and phone number, and the name of the parents and the home address. This record series is <u>updated</u> each semester and has value to this office only until receipt of the next semester printout. Maxi Lists are also deposited in other departments and divisions of the University.</p> <p>This copy of the Maxi List is considered to be nonrecord and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION:</p> <p>RETAIN THIS RECORD COPY ONLY FOR THE PERIOD DURING WHICH IT HAS VALUE TO THE OPERATION OF THE OFFICE, THEN DESTROY AS NONRECORD MATERIAL.</p>

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Item No.	Form No.	Description and Retention
4		<p><b>GRADE POINT AVERAGE ROSTER</b></p> <p>Size: 12" x 15" x 3"  Dates: 1969 --  Quantity: 6 pressboard binders  File Arrangement: Numerical by date</p> <p>The Grade Point Average Roster is prepared and updated each semester for office reference, arranged alphabetically by student's name giving the social security number, the college and class, the number of credits received by semester, cumulative credits and the grade point average for the semester, and the cumulative average.</p> <p>This record has value only for the current semester. After it has been updated, the prior volume has no further value to the office and is considered to be nonrecord and may be destroyed. This information is also on microfilm. (Item 5 below).</p> <p><b>RECOMMENDATION:</b></p> <p>RETAIN THIS RECORD ONLY FOR THE PERIOD DURING WHICH IT HAS VALUE TO THE OPERATION OF THE OFFICE, THEN DESTROY AS NONRECORD MATERIAL.</p>
5		<p><b>GRADE POINT AVERAGE MICROFILM AND CORRECTION SHEETS</b></p> <p>Size: Film cartridges and 5" x 6" sheets  Dates: 1969 --  Quantity: 21 cartridges and one-half file drawer of Correction Sheets  File Arrangement:</p> <p>The film is made each semester from the individual GPA sheets giving the name of the student and number, the college and matriculation date, the department, course numbers and titles, the number of semester hours taken, the grades for each course, the quality points and grade averages with totals (RECOMMENDATION "A" below).</p> <p>A corrected grade report slip is forwarded to the office when there may be a change in grade after filming for the semester has been completed. The slips are retained until the updated film is received after which they have no further value to the office and may be destroyed as nonrecord material (RECOMMENDATION "B").</p> <p><b>RECOMMENDATION:</b></p> <p>A: RETAIN MICROFILM PERMANENTLY</p> <p>B: RETAIN UNTIL UPDATED FILM HAS BEEN RECEIVED, THEN DESTROY AS NONRECORD MATERIAL.</p>

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Item No.	Form No.	Description and Retention
6		<p><b>CHAPEL RESERVATION SHEETS</b></p> <p>Size: 8½" x 11" forms  Dates: c. 1961 --  Quantity: 4 letter-size file drawers  File Arrangement: Chronological  Audit: Comptroller's Office</p> <p>The Chapel Reservation Sheets include reservations for special events and weddings as follows:</p> <p>a. Special Events Reservation Sheets give the name of the organization applying and the name of the chapel reserved, the expected attendance, the name of the person making the reservation and his address and telephone number, the notation of approval and date of confirmation. File copies are prepared and distributed as follows:</p> <ul style="list-style-type: none"> <li>1 - retained in the office</li> <li>1 - to physical plant</li> <li>1 - to Memorial Chapel</li> <li>1 - to Campus Police</li> <li>1 - to person requesting</li> </ul> <p>b. Wedding Reservation Sheets give a reservation number, time and date of the wedding and rehearsal, the chapel desired and number of guests, the names of the bride and groom and their addresses, denomination, name of the officiating minister and signature of the University Chaplain, if applicable, the names of the organist and florist, the date the reservation is made and confirmed, the amount of fee paid and date approved. six copies are prepared and distributed as follows:</p> <ul style="list-style-type: none"> <li>White - Administration office for approval then returned by person applying to Student Affairs office after validating cashier's copy.</li> <li>Pink - Cashier's copy</li> <li>Yellow - To Physical Plant</li> <li>Blue - To person making reservation after he has returned the validated white copy from Administration</li> <li>White - To Secretary - Coordinator of weddings</li> <li>White - To Chapel</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, WHICHEVER IS LATER, THEN DESTROY.</p>

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No.	Form No.	Description and Retention
7		<p>GENERAL ACCOUNTING RECORDS</p> <p>Size: Letter size  Dates: 1965 --  Quantity: 10 letter-size file drawers  Audit: Audited in Comptroller's Office</p> <p>The General Accounting Records files are composed of all or some of the following:</p> <p>Work Sheets  Purchase Order Copies  Requisition Copies  Payroll Journals - original copy in Payroll Office  Payroll Account Sheets - original copy in Payroll Office  House Director's Payroll Sheets - original copy in Comptroller's Office  Monthly Summary Sheets of Debits and Credits - printout sheets, original in Comptroller's Office  Time Sheets</p> <p>The above records are audited in the Comptroller's Office</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, WHICHEVER IS LATER, THEN DESTROY.</p>